

October 18, 2007

## NOTICE OF OPEN POSITION

The Association of Bay Area Governments is recruiting applicants for the Director of Finance (Job Number 07-11) position. The deadline for applying is January 7, 2008.

### DIRECTOR OF FINANCE

#### **The Position**

The Association of Bay Area Government (ABAG) is recruiting for a Director of Finance to replace the incumbent who is retiring after 24 years of service. This position also serves as Chief Financial Officer for a number of affiliated entities created by ABAG to provide a variety of member service programs. These affiliated entities are governed by their separate boards and contract with ABAG for full management and administrative support.

The position oversees all Agency financial matters including but not limited to budgeting, forecasting, financial reports and investments for ABAG and the affiliated entities and supervises a staff of five including an Assistant Finance Director. The Finance Director is a member of the ABAG executive management team.

#### **The Organization**

ABAG is the Council of Governments and Regional Planning Agency operating under joint powers authority established in 1961 by the counties and cities in the San Francisco Bay Area. All 9 counties and 101 cities in the Bay Area are members of ABAG. Membership dues represent approximately 7% of ABAG's total revenue. The balance of the funding comes primarily from grants and contracts with federal, state and local government entities, and fees for service programs. The current revenue budget of ABAG is about \$20 million. The combined revenue of the other ABAG affiliated entities is expected to be about \$25 million for FY 07-08. Their assets amounted to roughly \$112 million as of June 30, 2007.

#### **The Finance Department**

The Finance Director oversees the overall operation of the Finance Department that is staffed by 5 experienced employees. They perform functions such as payroll, accounts payable, accounts receivable, cash receipts, financial reports, and accounts reconciliation. ABAG uses the Oracle Financial System (current version 11i) that was implemented in 1999. For the past seven years, the system has been supported by an in-house database administrator under contract with a consulting firm. Personnel costs are tracked and allocated to projects by an in-house developed Payroll Cost Allocation system written in Microsoft Access. Excel is used extensively to augment the accounting systems. The finance staff works most closely with two other teams of ABAG staff: ABAG Publically OWned Energy Resources (POWER) and ABAG Pooled Liability Assurance Network (PLAN) Corporation. The POWER program maintains a natural gas billing system and the PLAN group runs a claims processing system. The transactions processed by these two systems are summarized monthly and interfaced with the accounting system.

### **Typical Duties and Responsibilities**

- Budget preparation and financial forecasts
- Manage accounting and financial systems and maintain full and accurate accounting records
- Conduct financial analysis and prepare detailed financial reports and statements
- Provide financial and accounting advice, direction, and leadership
- Establish and maintain cash and administrative controls
- Monitor department spending and recommend corrective actions as necessary
- Manage investments and reserves for ABAG and affiliated entities
- Advise directors and program managers of trends and risks
- Monitor new grant and service program proposals
- Attend board meetings of affiliated entities
- Work with external auditors and publish timely audited financial reports
- Direct system development and trouble-shoot accounting process
- Provide staff leadership including work assignment, staff performance evaluation and motivation

### **Required Knowledge and Skills**

- Financial and government accounting standards
- Regulatory reporting requirements, e.g., tax returns for non-profit organizations
- Cash flow management, investment principles, regulations on investing public funds, economic indicators and their relationship with the security market
- Accounting system design and implementation
- Budgeting and forecasting methods and practices
- Labor laws, organization management principles
- Administration of employee benefits
- Presentation of easy to understand financial information
- Written and oral communication skills, the use of Microsoft Word and Excel
- Project planning, timely project completion, and effective project management
- Effective organizational skills
- Analytical and problem solving skills

### **Education and Experience**

- Bachelor's degree in Accounting or other related subjects; Master's degree preferred
- Relevant professional certification highly desirable
- Minimum five years of progressively responsible management experience in an operationally diverse setting
- Professional accounting designation from a recognized accounting program
- Or equivalent combination of education and experience

### **Compensation Package**

- Starting salary depends on qualifications and experience
- Employer paid CalPERS pension: 2.5% @ 55
- Voluntary deferred compensation: 457 plan (STARS)
- Health and dental insurance: One dental plan and choice of three HMO and two PPO plans
- Life insurance of 2 times annual salary
- Other benefits: Public transit vouchers, pre-tax options for eligible health care and dependents care expenses
- Vacation, sick leave, holidays: Competitive leave package plus 14 paid holidays

**Application and Selection Process**

The deadline for applying for the Finance Director position is January 7, 2008. Please submit a cover letter, resume, employment application with compensation history or requirements to:

Association of Bay Area Governments  
Attention: Patricia Jones, Assistant Executive Director  
P. O. Box 2050  
Oakland, CA 94604-2050

*Reflecting the diversity of California, ABAG is an equal opportunity employer.*

AN AGENCY APPLICATION IS REQUIRED AND MAY BE OBTAINED AT [www.abag.ca.gov/jobs.html](http://www.abag.ca.gov/jobs.html) OR BY SENDING A SELF-ADDRESSED, STAMPED ENVELOPE TO ABAG – H.R 07-11, P.O. BOX 2050, OAKLAND, CA 94604-2050. ABAG IS AN EQUAL OPPORTUNITY EMPLOYER. QUALIFIED DISABLED INDIVIDUALS ARE PROTECTED AGAINST DISCRIMINATION.